

Michael Morrisette, Chairman
Dr. David Tapscott, Vice Chair
Dr. Joann Lindenmayer, Member
Dr. Kristin Black, Health Agent
Lynn Marchand, Administrative Assistant



TOWN OF UXBRIDGE
BOARD OF HEALTH
21 South Main Street, Room 204
Uxbridge, MA 01569
508-278-8600 ext. 8
boh@uxbridge-ma.gov

Minutes of the Uxbridge Board of Health meeting held on Thursday, June 25, 2020 at 4:30 PM

This meeting was held remotely

Present: Michael Morrisette, Chair; David Tapscott, Vice Chair; and Joann Lindenmayer, Member.
Also present, Kristin Black, Health Director; Nancy Centrella, Administrative Assistant; Andrew Dey, Student/Intern

Meeting called to order: The time being 4:30 PM and a quorum present, Chairman Morrisette called the meeting to order.

REC'D UXB TOWN CLERK
2021 JUN 21 PM 12:27

1. REGULAR BUSINESS

• **MVP Website Updates – Intern Andy Dey**

- Kristin introduced Andy Dey; a B.U. grad. He is student studying for his Masters in Public Health, doing his Practicum on the MVP projects, has been helping with COVID projects, and was part of the Academic Volunteer Public Health Corps. <https://www.uxbridge-ma.gov/board-health/pages/academic-public-health-volunteer-corps-aphvc>
- Andy gave a review of the MVP updates made to the Town website <https://www.uxbridge-ma.gov/board-health/pages/municipal-vulnerability-preparedness-mvp> and detailed the additional information that was linked to a separate webpage that he created:
 - Project core team - <https://www.uxbridge-ma.gov/board-health/pages/mvp-project-core-team>
 - MVP grant # 1 - <https://www.uxbridge-ma.gov/board-health/pages/mvp-grant-1>
 - MVP grant # 2 - <https://www.uxbridge-ma.gov/board-health/pages/mvp-grant-2>
 - The Board asked Andy to delay creation of a MVP grant #3 webpage until they knew if it was awarded.
- Andy informed the Board that he also updated the Mosquito Control/EEE/West Nile Virus webpage <https://www.uxbridge-ma.gov/board-health/pages/mosquito-borne-diseases-eee-and-west-nile-virus> and gave a brief overview with additional links & citation list.
- Board members expressed their praise for the website information Andy assembled. Kristin noted that one of the deliverables of the first grant was to have a website to help encourage community engagement. She stated that originally it was put together by CMRPC, which Andy incorporated into the Town webpage, and cited the advantages of having it on the Town website rather than hosting a separate one; transparency to residents and other communities, ability to manage the site over time, and showing what the deliverables are and what Uxbridge, as a Town, is receiving from MVP.
- Kristin stated that Andy could put together a FAQ section (Frequently Asked Questions) and that the Board should send him an email with any questions received.

• **Complete BOH Regulation Document Presentation – Intern Ian Haire**

- The Chairman introduced Ian and stated to the Board and meeting viewers that Ian was a student finishing up his undergraduate work in public health and working approximately 135 hours over the past month for the Uxbridge Board of Health for a credit at his college.
- His internship work involved revamping the Board of Health Regulation documents inclusive of research to confirm which regs were signed and that all the CMR reference information were accurate, fixing formatting issues such as ensuring that all fonts and spacing were used universally throughout (some sections had to be typed by hand due to pdf's being the only existing record), and the creation of hyperlinks within the regulations.

- The Board provided feedback and suggestions; removing the “Sections” and double-checking for accuracy.
- Kristin said she would finalize the changes with Ian. She stated it would be an agenda item and that the Board could vote on the final version but that it did not require a public hearing as the only changes being made would be formatting. She said the goal was to have all the regulations in one place on the webpage.
- David inquired about massage parlors no longer being under the BOH’s jurisdiction but still being present in the regulations since it had not been voted to be removed. Kristin replied that it could cause confusion and that they could add a note with the date that the State began overseeing massage parlors.
- **Food Inspector Position**
 - The Chair announced the departure of the food inspector, Joan Clarico, due to her increase in hours at her full-time food inspection position in Milford, Mass. He said her last day would be June 30th and that they would be looking for a new inspector for the beginning of the fiscal year, July 1st. Kristin expressed thanks to Joan for helping to transition to the new inspection software, acknowledged her 20+ years of experience, and thanked her for the outreach and education assistance.
 - Commentary and discussion were had regarding the position, job search, and wage options. Since the job description was looked at only 6 months prior to when Joan was hired, the Board was comfortable with keeping the job description the same but making one change; adding a reference to the new software.
- **COVID-19 Update**
 - **Weekly Newsletter:**
 - Kristin credited two of the volunteers from APAVC (Academic Public Health Volunteer Corps), Ruby and Erin, for their work putting together the weekly newsletter and she discussed the process; weekly meeting with herself, David, what’s happening in Uxbridge, good news, most current information.
 - David discussed the future of the newsletter updates and commented that it was a great exercise for interns in communication with the public and getting across public health messages clearly and knowing what’s relevant to the reading public. He said both interns were available and willing to continue for the rest of the summer.
 - The Board discussed 1 page vs 2 pages, including other health topics such as EEE, weekly vs bi-weekly or monthly, future topics, and clear & relevant messages.
 - Nancy stated she had received feedback comments, all positive, including from the Conservation Agent, regarding the weekly newsletter. She said she would put them together and distribute the comments to the Board members.
 - David commented that Massachusetts is leading the country in low rates of transmission due to adherence to guidelines and respecting the virus which has slowed the spread substantially within the State.
 - **Uxbridge HELPS:**
 - Joann updated the Board stating that since the 3rd or 4th week in the pandemic, Uxbridge HELPS had assisted 18-20 individuals (some were repeat requests) and that they currently had only 1 family requesting food/household goods assistance at this time so she provided with them with the contact information on the Family First Food Pantry. Joann discussed letting go of the Uxbridge HELPS program and transitioning the community service organizations to the climate resilience master plan if Uxbridge was awarded the MVP III Grant. She asked the Board members and Director for their input and thoughts.

- Kristin felt it was a great program that Joann and others had put a lot of work into and suggested keeping the website in place since many of the requests for assistance were for masks/face coverings. She said they could include a link to the Food Pantry for food assistance but still reference the BOH office for assistance with obtaining masks. David concurred. Joann said she would put together a summary of all the data related to the aid given.

2. CITIZEN'S FORUM

Peter Demers of the Finance Committee addressed the Board. He said he discussed the Board of Health Director's job description with the Town Manager and that based on the job description he believed it should be an exempt position. He explained that Federal and State Laws define exempt positions basically as salaried (professional) positions ("white collar") and non-exempt position ("blue collar") as ones that are paid on an hourly basis. The Chair stated that Kristin was only 30 hours a week and that full-time was 37.5 hours. Peter asked if it was a benefited position. Kristin responded any position over 19 hrs. is a benefited position.

Peter also asked the Board of Health about a new "addition" to his neighborhood; a beautiful horse. He wanted to know, however, if there was anything related to the BOH in regards to "calling cards" being left on the street and in people's driveway from the horse and the rider not picking it up. Joann said she knew of no public health issues related to it (unlike dog and some other animals). Mike said if they don't have local regs, then the State regs would apply. Kristin said they would need to do additional research to find out.

Peter also commented on the cancellation of Uxbridge clean-up day and suggested possibly having it in the Fall. He also asked about Barn/Stable Inspections. Joann provide an overview.

3. ANY OTHER MATTER THAT MAY LAWFULLY COME BEFORE THE BOARD

4. **EXECUTIVE SESSION** – The Chair stated pursuant to MGL Chapter 38 Section 21A-3, it is necessary for the Board of Health to enter into executive session to discuss the revision of the Health Director's appointment letter and asked if he had a motion to convene in executive session for the purpose stated.

Motion: *David Tapscott. Joann Lindenmayer seconded and the motion was passed unanimously with a vote of 3-0-0. David Tapscott – aye, Joann Lindenmayer – aye, Michael Morrisette – aye.*

Michael Morrisette, Chairman

David Tapscott, Vice Chairman

Joann Lindenmayer, Member

Lynn Marchand, Administrative Assistant

(Please see attached emails for Board approval of meeting minutes)

